

SANDY CITY
APPROVED POSITION SPECIFICATIONS

Position Title: Water Education & Public Engagement Coordinator Revision Date: 03/17
EEO Category: Professional
Status: Non-Exempt
Position Control: 30569

I. Overall Purpose/Goal of Position:

The Water Education & Public Engagement Coordinator provides public/stakeholder education and engagement on water conservation, storm water quality, and watershed protection programs under the general supervision of the Support Services Manager. Responsibilities include development and distribution of public education information, as well as management and maintenance of Department water demonstration facilities (e.g. Sego Lily Gardens).

Primary goals of this position are to help Sandy City's customers understand, improve and sustain successful water conservation, to improve our community storm water quality practices and public/private infrastructure to meet regulatory and City storm water quality goals, and to provide leadership and assistance in maintaining best in class customer engagement for our Public Utilities projects and programs.

II. Essential Duties:

Water Education and Public Engagement

- Develop, coordinate and maintain public education programs, including literature distribution, preparation of customer newsletters, reports and presentations to various groups (i.e. residential, commercial, school, civic, etc.).
- Attend coordination meetings with other city departments, outside agencies and stakeholders involved in watershed and water related issues to identify and implement ongoing best practices to meet City goals.
- Assist in the water conservation efforts of other city departments and stakeholder agencies.
- Collect, analyze and present information on water conservation and usage activities to managers.
- Research and maintain up-to-date information regarding current legislation and/or ordinances relating to water.
- Assist in the preparation of annual water education programs and budget.
- Develop and manage programs contracts and initiatives as outlined in the Conservation Plan.
- Assist member agencies, customers and general public with water related issues, developing ordinances and providing training and support.
- Identify, obtain and manage program supplemental grant and public private partnership funding where appropriate (position and programs are wholly funded independent of grants).

Maintenance of Demonstration Gardens

- Make recommendations and implement plans for infrastructure repair and improvements for demonstration gardens.
- Coordinate seasonal staff and contracted maintenance at demonstration garden(s) and ensure that maintenance stays within budget.
- Develop a comprehensive water use record for gardens. Report as needed on water use patterns and give advice on upgrades needed.
- Ensure that upgrades to the sprinkler system and ongoing maintenance are completed in a timely matter.
- Serve as a guide at special events and as needed for visitors to the gardens, teach water conservation concepts, methods and tools for good conservation implementation, operation and maintenance, and identify drought-tolerant plants and designs for landscapes.
- Manage assigned budget(s).

IV. Marginal Duties:

- Respond to public inquiries, complaints, and requests pertaining to water conservation or water quality.
- Respond to emergencies.
- Analyze water use data in the City of Sandy to determine the highest water users and inform strategic water conservation and water quality improvement efforts.
- Contact the high water users and coordinate water audits along with water conservation and pollution prevention recommendations.
- Assist in other areas of water conservation implementation

V. Qualifications:

Education: Bachelor's degree in public relations/engagement, communications, environmental planning, education, plant or water science, landscape architecture, horticulture, irrigation design, or a closely related field required. Or an equivalent combination of education and closely related work experience can be substituted on a year-for-year basis (must be equivalent to four years).

Experience: One year of experience in this field or a closely related field required.

Certificates/Licenses: A valid Utah driver's license is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of water conservation practices and monitoring, basic horticultural maintenance practices; must be familiar with conservation and water-wise procedures and guidelines; must be able to work effectively with other departments and agencies both within and outside the city; working knowledge of computers and programs used within the division.

Responsibility for: Managing multiple assignments, completion of assigned task, organizing, delegation, and establishing meaningful goals; coordinating activities of crews within the division and facilitating their operational needs.

Communication skills: Ability to furnish and obtain information from other departments, work cohesively with others within those departments to accomplish a variety of tasks; frequent contact with the public; must be able to communicate effectively both verbally and in writing and make oral presentations as necessary; must keep employees informed of department policies and programs; must be able to write letters and responses to the public, city departments, and outside agencies.

Tool, Machine, Equipment Operation: Regular use of office equipment including phone systems, cell phones, copy machines, calculators, and fax machines; drive a vehicle; must be able to use a trimmer, clippers and other basic gardening equipment.

Analytical Ability: Organize and establish meaningful goals for the water conservation program; prepare and present reports relating to the gardens and water conservation; must be able to present these reports verbally and in writing; must be able to analyze and report on water use within the City of Sandy; must establish effective working relationships with employees and managers, within and outside the Department; must be able to apply complex concepts to the solution of problems and performance of assigned duties and be able to work independently with little supervision; must have a well-developed sense of priority and strategy for resolving problems that develop within the department.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 30 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting with periods of field work for public events, water audits, and management of garden(s). The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; moderate exposure to overtime with meetings and occasional Saturdays for special public events; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions; occasional need to deal with emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person (s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____